



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
RECREATION SPECIALIST - TENNIS
(PUBLIC RELATIONS & SPECIAL ACTIVITIES)

PARKS, RECREATION, AND TOURISM Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position assists plans, coordinates and implements tennis leagues and facility special events. May serve as lead worker. Reports to the Recreation Facility Rental Coordinator.

ESSENTIAL JOB FUNCTIONS

Plans, coordinates and implement tennis leagues and facility events to include assisting with all tennis programming at the Huntington Park and An Achievable Dream Tennis Centers such as tennis court rentals, classes, leagues, tournaments, camps and clinics; receives and accounts for fees collected to include writing receipts, sorting by fee, operating a cash register and properly securing monies; records reservations; processes on-line registration; opens and closes the facilities to include locking the gates and setting the alarm; retrieves and fills water coolers on courts.

Assists with light maintenance related to the tennis facilities to include restocking restrooms, cleaning spills and accidents, windscreen and net repair or replacement, signage updates.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. Compiles payroll records for part-time facility attendants as required.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Recreational Programming – Knowledge of recreational programming and recreational facility operations and available resources of assigned areas to include professional recreational philosophies, principles, and practices.
- Customer Service – Considerable knowledge of principles and processes for providing customer services.
- Cleaning Methods – Knowledge of cleaning methods, materials, and equipment.
- Safety – Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.

REQUIRED SKILLS

- **Computer Skills** – Utilizes a personal computer with word processing, spreadsheet and related software to complete a variety of administrative tasks with reasonable speed and accuracy.
- **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves inquiries and disputes.
- **Time Management** - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- **Communication** – Ability to communicate effectively so others will understand. Ability to listen and understand information and ideas presented verbally and in writing.
- **Judgment/Decision Making** – Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- **Financial Management** – Ability to perform arithmetic and statistical applications to perform purchasing and financial transactions.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in a related field and 2-4 years of related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history and sex offender registry check.

A valid driver's license with an acceptable driving record.

This position requires pre-employment medical evaluation.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.